



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO  
Astrid Glynn, MassDOT Rail & Transit Administrator



## REQUEST FOR APPLICATION

### MassDOT Discretionary Funding Program for Regional Transit Authorities under Section 74 of the Fiscal Year 2019 Massachusetts Budget

**Objective:** Under Section 74 of the Fiscal Year 2019 Massachusetts Budget, MassDOT has available up to \$4 million to award to Regional Transit Authorities (RTAs) that (1) provide best practice services and/or (2) seek to initiate, maintain or expand service to a priority population. Awards will be made on a competitive basis with funding provided contractually. Successful applicants will be required to enter into a Memorandum of Understanding (MOU) with MassDOT to address program goals. Applicants that are awarded funding will also be required to submit to MassDOT, upon expiration of the grant, a detailed memorandum analyzing the success or failure of the funded program.

**Eligible Projects:** Funding will be provided for targeted operating assistance, the implementation of technology improvements, and/or the evaluation of services that will lead to the implementation of best practice improvements in the transit system. These investments must support new services and/or provide an innovative and sustainable approach to serving priority populations, such as the challenges facing workforce transportation. Funding can also support the implementation of best practices that generate new riders, particularly among priority populations. Examples of outcomes that are also desired include but are not limited to projects that generate savings in operating costs, modernize transit operations and result in the reduction of GHG emissions. All funded activities will be considered as pilots that must demonstrate how they will be financially sustainable since additional future state funding is uncertain and not guaranteed. No local match will be required.

**Application Limits:** No more than two applications will be accepted from any one RTA. However, joint applications will not count towards this limit.

**Project Selection:** All project proposals will be reviewed by a committee including the MassDOT Rail and Transit Division staff, and will be selected on a competitive basis. Staff from MassDOT's Rail and Transit Division may contact the applicant if further clarification is needed on the submittal. MassDOT reserves the right to negotiate project scope and deliverables prior to finalizing awards and the Memoranda of Understanding. Projects may not be fully funded up to the dollar amount requested in the proposal. MassDOT is not obligated to award the entire \$4 million in response to this solicitation if the total requests that are deemed to meet the goal of the grant program are less than \$4 million. RTAs may submit a joint proposal that provides services across RTA boundaries or funds a best practice that has joint benefits and whose implementation can be more cost effectively achieved through a joint effort. Similarly, a single grant may be awarded to multiple RTAs in cases where more than one RTA submits similar proposals, and cost

savings or other efficiencies may be realized through implementing the proposals as one project.

### **Selection Criteria and Weights**

Scoring will be based on a 100-point scale with the potential to earn up to an additional 20 bonus points as follows:

1. The project increases ridership within the service area or demonstrates innovation in serving a priority population. Applicants must detail the ridership increase numerically and describe the underlying methodology and rationale used to calculate the ridership number. If the RTA asserts that the project will particularly benefit a priority population and/or use an innovative approach, that benefit must be explained. (20 points)
2. A proven ability to deliver projects and a complete business plan which at a minimum contains project scope, cost, target market, assets to be used, staffing, technical resources to be used, and an implementation schedule. (20 points (See Attachment A for a sample Budget Pro Forma.)
3. The project contains a viable plan that demonstrates financial sustainability into the future, and describes how the deliverables of the project will be implemented. (20 points)
4. The project contains measurable milestones, performance metrics and an evaluation plan to gauge success. At least three metrics and the available data sources must be identified. (20 points)
5. The project provides cost savings and/or operational efficiencies. (20 points)
6. Bonus Points can be earned for the following:
  - ❖ The securement of additional funding either through a public or private partnership. (Up to 10 points)
  - ❖ Increased service to priority populations (Up to 10 points). The authorizing language for these grants does not define “priority population” and different applicants may propose different definitions. One of MassDOT’s priorities will be workforce transportation.

**Grant Contract Award:** The project funding will be provided contractually and must be accompanied by an MOU as stated in the authorizing legislation. The terms of the MOU will be negotiated between MassDOT and the applicant. All established state and federal requirements will be applicable. The term dates of the grant contract will be negotiated. Spending in FY19 is desirable, and all grant funds must be expended by June 30, 2020.

**Total Amount Available:** Up to \$4 million is available for allocation. There is no minimum level for project funding. The maximum is \$500,000. MassDOT may approve projects at less than the amount requested.

**Number of Awards:** There is no minimum or maximum number of awards. Projects will be selected on merit based on the weighted selection criteria. Apart from joint applications, it is unlikely that an RTA will receive more than one award. .

**Schedule:** MassDOT asks that Proposals be submitted to MassDOT by November 30, 2018. Late submitted Proposals may or may not be considered as MassDOT deems best. MassDOT intends to announce award recipients on or before December 31, 2018.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

- All applications must include a cover letter signed by the Chair of the RTA's Advisory Board. The applications must address all of the selection criteria and bonus standards as applicable. Applicants may also include any relevant attachments as desired.
- All applications that have public and/or private funding partners must provide separate letter(s) of commitment signed by each partner that has agreed to provide funding. Letters of support from local stakeholders will also be expected.
- Application Materials can be completed in either the Excel or Word format. However, the budget must be submitted in Excel. Forms requiring signatures may be converted or scanned and saved as PDFs.
- RTAs in need of Technical Assistance to support their applications for discretionary funding are required to send MassDOT a separate request identifying the specific Technical Assistance needed

All applications must be submitted electronically to the following address:

[elizabeth.mccarthy@dot.state.ma.us](mailto:elizabeth.mccarthy@dot.state.ma.us)

## Attachment A

### Budget Pro-Forma (sample)

Operating Revenue

Fare

Other

Total Operating Revenue

Operating Expenses

Labor

Fuel

Maintenance

Insurance

Lease

Other

*Sub-Total*

Ancillary Expenses

Insurance

Misc. Facility

Marketing

Data Management &

Analysis

*Sub-Total*

Management/  
Overhead

*Sub-Total*

Total Operating Expense

Net Operating Income

Farebox Recovery

Total Capital Costs Required